



**MAUI HUMANE SOCIETY**  
**Job Description**

*The Maui Humane Society is committed to building lifelong bonds between people and animals through education, community outreach and the prevention of cruelty.*

**Job/Position Title:** Facilities Maintenance Technician      **Status:** Exempt      **Date:** May, 2021

**Primary Purpose:** Responsible for maintaining all aspects of MHS facilities and grounds including performing general maintenance and repairs on facility equipment and property structures in addition to performing grounds maintenance. Reports to the Facilities Manager.

**Essential Duties/Functions:**

1. Grounds upkeep: general sweeping, mopping, cleaning. Removal of trash, green waste, and recycling
2. Responsible for minor repairs throughout the facility
3. Knowledge of landscaping/irrigation maintenance which includes :
  - a. Mowing, edging, aerating lawns and border areas.
  - b. Removing weeds and debris from walkways, culverts, roadways, planters and parking areas by hand or via herbicide application.
  - c. Pruning shrubs and trees to make sure they are neat and manageable.
  - d. Hauling and disposal of landscape cuttings, dead branches, and plant/shrub/tree debris into green waste bin.
  - e. Cultivating and renovating designated planting areas such as replacing turf, trees, ornamental plants, shrubs, groundcovers, and annuals.
  - f. Operate maintenance equipment such as lawn mower, edger, sweeper, string trimmer, rototiller, chainsaw, power hedge trimmer, sprayers, and basic gardening hand tools.
  - g. Mixing and applying approved herbicides for weed mitigation; mixes and applies fertilizers; performs minor pest management; maintains stock of fertilizer and plant food supplies.
4. Responsible for basic drain and faucet maintenance (sink drains/faucets, kennel drains/hose spigots, septic system maint.)
5. Operation of specific equipment and vehicles (riding mower, company van/truck, etc.)
6. Handle cremation pick-ups from veterinary clinics as required
7. Operation of the crematory in a professional and compassionate manner.
8. Completes work orders submitted to the Facilities Department as directed by the Facilities Manager
9. Completes supply runs for shelter materials
10. Performs routine repair and maintenance of shelter equipment, caging and kennels, hoses, faucets, appliances. Follows a maintenance plan, purchases needed supplies as directed, responds to requests and performs repairs in a timely manner

11. Operates machines, power tools, and mechanical devices in order to maintain buildings and other structures on shelter grounds.
12. Maintains outdoor areas of the facility including daily emptying trash cans, sweeping entrance ways, clear recycle areas, oversees and performs routine landscaping duties.
13. Presents a positive and professional image of the Maui Humane Society to the public.
14. Participate in disaster preparedness and response activities for the shelter and community as it pertains to pet animal related needs.
15. Provides support as needed in the production of fundraising events and activities.
16. Interacts with coworkers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
17. Attends and participates in departmental and shelter meetings. Attends educational venues as recommended/approved.
18. All work will be done in compliance with EPA, Hazmat, and OSHA safety rules and regulations, while keeping the premises safe and comfortable for the animals, the public, and the employees.
19. Address and/or report any safety hazards or unsafe use of MHS equipment
20. Other duties as assigned by the Facility Manager.

**Working Conditions:**

Outdoor and shelter wide work required in all weather and temperature conditions. Air conditioned office with computer and internet access. May be required to attend events and other venues in a working capacity. Regularly requires travel to and from shelter for various errands.

**Equipment Use:**

Telephone, cell phone, mobile radio, computer, copier, and other related office equipment. Requires operation of cremator and use of personal and company vehicles. All types of yard and maintenance equipment along with all shelter equipment such as power tools, washers/dryers, propane tanks, freezers, etc., and animal care, handling and restraint equipment.

**Work Hours:**

This is an hourly position. A typical work week is 40 hours which may include weekends. Flexibility is also required to attend to various shelter needs, events, and functions.

**Mental Demands:**

Must have the ability to manage stress, multitask, and prioritize assignments. Position requires excellent organizational skills, as well as a high level of accuracy and attention to detail. Requires emotional capacity to handle euthanasia including the cremation of deceased animals and empathetic communication to the public when necessary.

**Physical Demands:**

This position can be physically challenging at times and requires being on your feet for extended periods of time. Position may include travel back and forth (truck or van) to venues and some lifting. Must be able to work at a moderately fast pace. Ability to safely handle and control tools, power tools, various motorized equipment. Must be able to lift and carry up to 50 pounds unaided, or up to 120 pounds with assistance.

**Qualification Requirements:****Minimum Qualifications**

- High school graduate or GED.
- 2 years or more experience in facility maintenance, landscaping or related fields.
- Experience in landscaping, facility and/or equipment maintenance or demonstrate ability to understand and perform related duties.
- Skilled in a wide variety of construction, remodeling and repair skills.
- Professional in appearance and behavior.
- Possession of a valid Hawaii Driver's license with a clean driving and criminal abstract.

**General Qualification:**

- Must have a passion for animals and support the mission of the Maui Humane Society.
- Must treat animals humanely, with love and concern both on and off the job, and transmit these values to others.
- Must adhere to all local laws regarding personally owned animals
- Positive attitude is a must!